



**MATERIALS REPRODUCTION OFFICE**  
**De La Salle University – Dasmariñas**  
**Dasmariñas, Cavite 4115**

Original

No. \_\_\_\_\_

**MRO REQUEST FORM**

College/Dept: \_\_\_\_\_  
 Mimeographing       Photocopy (Xerox)  
 Others \_\_\_\_\_  
 Chargeable to \_\_\_\_\_

Date Requested \_\_\_\_\_  
 Date Needed \_\_\_\_\_  
 Cash  
 Official Receipt No. \_\_\_\_\_

Description/ Subject	Material to be used (short/long) (white/brown)	Manner of Printing (Single / Back to Back)	No. of Page/s (Original)	No. of Copies per page	Total Quantity	Unit Cost	Amount

Remarks \_\_\_\_\_

Requested by :

Approved by:

Received by MRO:

\_\_\_\_\_  
PRINT NAME/SIGNATURE

\_\_\_\_\_  
DEAN/CHAIR/HEAD

\_\_\_\_\_  
Date Received

Original - Accounting  
 Duplicate - MRO  
 Triplicate - Requisitioned

**Note: Please follow the MRO lead time.**



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Triplicate

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